IQCS User Guide

# MODULE 8: EMERGENCY RESPONDER EXPERIENCE

## OVERVIEW

Welcome to the Emergency Responder Experience module. In this module, we will discuss the source of incident and experience data in the Incident Qualifications and Certification System (IQCS). We will also discuss how to search for incident data, create incident data, and enter experience.

IQCS users are not allowed to enter, edit or remove their own data on any pages, with the exception of experience records, in the IQCS application.

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# EMERGENCY RESPONDER EXPERIENCE

One of the main uses of IQCS is the ability to record a responder's incident experience as it applies to his or her agency qualifications.

A responder's incident experience establishes prerequisite position experience for upward progression in the organization, updates currency, and provides the responder with a permanent record of qualification incident experience over time.

The experience record is also used when documenting Position Taskbook evaluations.

Experience By Responder | **Experience Summary**

**Empl ID:** 00000101243 Dawg,Olde

Personalize | Find | First 1-5 of 5 Last

| | Incident ID | Incident Number | Incident Name | Expr Type | Position | Arrival Date | Prds. | Fuel Type | Complexity | Event |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 00000232566 | ID-BOF-000745 | TRINITY RIDGE WEST | Trainee | EDRC | 08/20/2012 | 14 | | Type 1 | Wildland Fire |
| 2 | 00000244216 | ID-IFD-13006 | Morgan Bar | Trainee | PTRC | 03/13/2013 | 14 | Brush: 4-7 | Type 5 | Wildland Fire |
| 3 | 00000246506 | ID-BOF-000184 | POISON | Trainee | PTRC | 05/27/2013 | 14 | Brush: 4-7 | Type 3 | Wildland Fire |
| 4 | 00000261967 | NM-CAF-314 | Buzzard | Qualified | PTRC | 07/01/2013 | 14 | Brush: 4-7 | Type 5 | Wildland Fire |
| 5 | 00000276254 | WA-OWF-000356 | CHIWAUKUM CREEK | Trainee | EDSD | 07/22/2014 | 21 | Tmbr: 8-10 | Type 1 | Wildland Fire |

# Currency Requirements

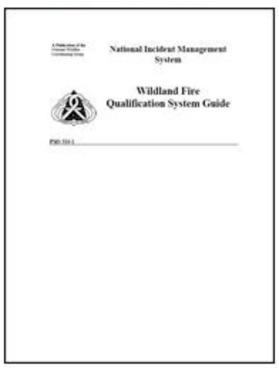
All positions in IQCS have currency requirements. The maximum time allowed for maintaining currency is established by agency policy.

As defined in the NWCG Wildland Fire Qualification System Guide (PMS 310-1), the Forest Service Fire and Aviation Qualifications Guide (FSFAQG) and the DOI Incident Positions Qualification Guide (IPQG), the maximum time allowed for maintaining currency is 3 years for air operations, faller, and dispatch positions and 5 years for all other.

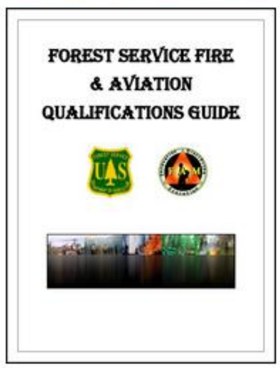
Currency for a position can be maintained by successful performance in that position within the given timeframe, or successful performance in positions identified in this guide.

Please refer to the PMS 310-1, FSFAQG, IPQG, or your agency manual for specifics on currency requirements.

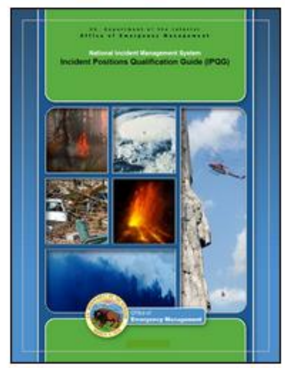
Wildland Fire Qualification System Guide (PMS 310-1)




Forest Service Fire & Aviation Qualification Guide (FSFAQG)

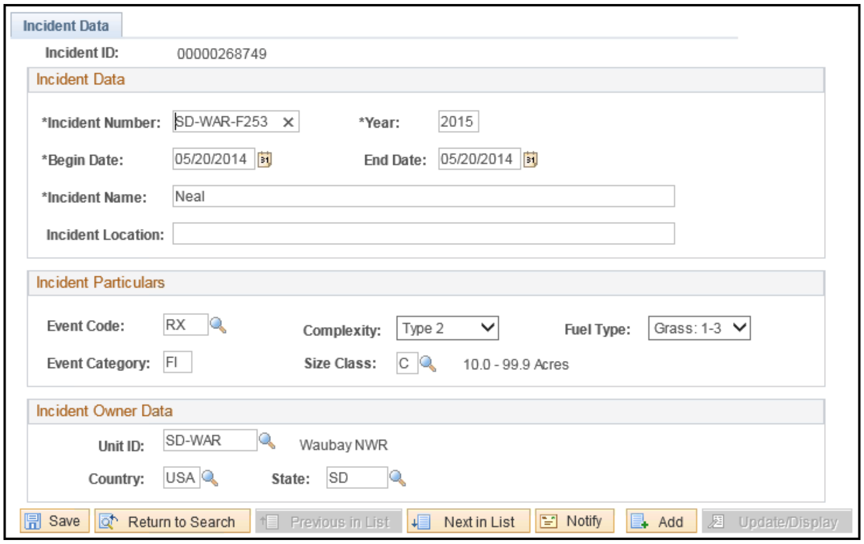



Department of the Interior (DOI) Incident Positions Qualification Guide (IPQG)



# INCIDENTS

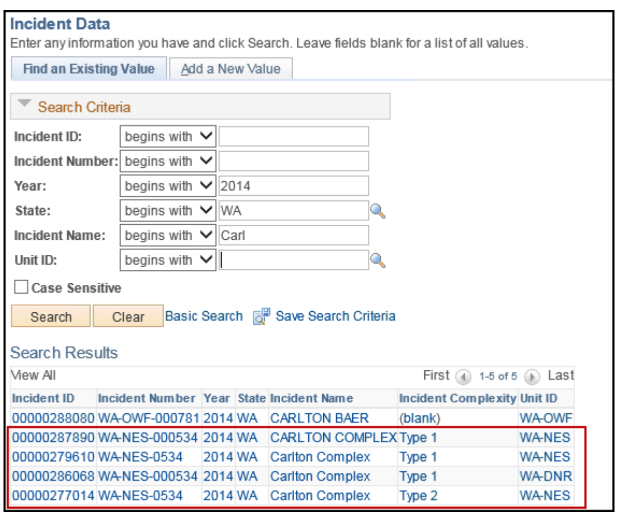
The incident data in IQCS are merely place-holders for some basic information. IQCS is not the system of record for incidents. IQCS is the system of record for responder's qualifications experience, training and certification.




Required information for incident set up includes the incident number, year, begin date and name. Other incident particulars information and owner data can also be captured but is not required. Information about the incident, example complexity or size class, can be modified on the individual responder's record without affecting the information about the incident itself or the records of others who responded to the same incident.

The incident status in IQCS will always be active even if the incident end date has been entered. This allows updates/corrections to responders' experience on the incident, if necessary.

## REDUNDANT INCIDENTS




Before you create an incident, you need to search the existing incidents to ensure that you will not be duplicating an incident that already exists in IQCS. Be sure to vary/broaden your search criteria to ensure the incident has not already been created. For example, the Carlton Complex WA-NES-0000534 has been entered 4 times when it only needed to be entered once.

If your search does not find an existing incident, then create a new incident.

If you encounter redundant incidents in the system, choose the most appropriate one.

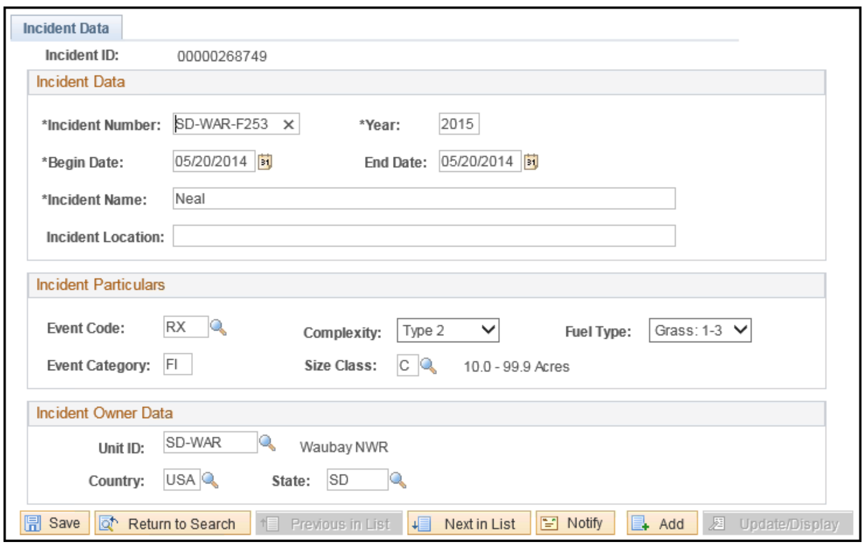
# Creating, Viewing and Editing Incidents

To credit a responder for experience gained on an incident, the incident must first exist in the IQCS system. If you have searched for an incident and confirmed that it does not yet exist in IQCS, you will need to add it.

Keep in mind that your unit may also have unique protocols for entering incidents.

When you create a new incident, IQCS will automatically assign the next available Incident ID number. This number is not the Incident Number. It is a unique number assigned by IQCS to each incident entered into the system in order to avoid duplication should an incident number/name be reused in the future.

The process for viewing and editing an existing incident is similar to that of adding a new incident. Both processes are included below. Remember to always search for an incident before you decide to create a new one.



## INSTRUCTIONS - CREATING A NEW INCIDENT

To create a new Incident Data record, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Incident Setup**.
2. Select the **Add a New Value** tab.
3. If a number has populated in the **Incident ID** field, clear it.
4. Select the **Add** button.
5. Enter the **Incident Number** just as it appears on the Resource Order form.
6. Enter the year that the incident occurred.
7. Select the **Begin Date** field and enter the date on which the incident began.
8. Only enter an **End Date** if you are confident that the incident is complete.
9. Select the **Incident Name** and enter the full name of the incident as it appears on the Resource Order form. Using the full name allows other account managers to easily find the incident.
10. Enter the **Incident Location**. This is a optional field and may be used to further described the incident.
11. Enter or lookup the **Event Code** for the incident. The **Event Category** will automatically fill in.
12. Enter or look up the **Complexity Level**. You may leave this field blank if needed.
    - Because incident complexity can change multiple times during the duration of an incident, it is most important to define at the responder experience page to identify what level the incident was when the responder was on the incident.
13. Select the appropriate **Fuel Type** from the dropdown menu.
14. Enter or look up the **Size Class** for the incident.
15. Enter the **Unit ID** for the incident owner.
16. Confirm that the default **Country Code** if **USA** is correct.
17. Enter the two-character **State Code** in which the incident occurred.
18. Select the **Save** button.
    - An **Incident ID** will be automatically assigned at this point.

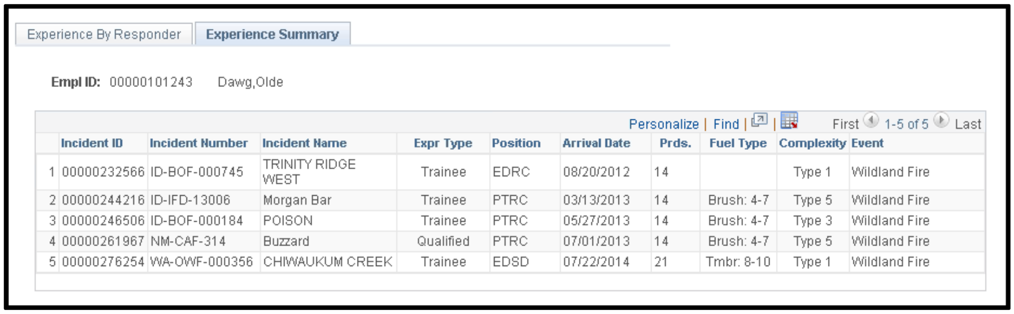
## INSTRUCTIONS - VIEW/EDITING INCIDENT DATA

To view or edit Incident Data, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Incident Setup**
2. Search for your desired incident.
3. View or make any changes that need to be made.
    - Event Code and Incident Type fields cannot be updated.
4. Select the **Save** button if any changes were made, or select **Return to Search** to return to the previous page.

# RESPONDER EXPERIENCE

IQCS also checks for other currency requirements based on each position and the individual responder's record: fitness or medical tests, external licenses, and recurrent training.


Experience By Responder | Experience Summary

Empl ID: 00000101243 Dawg,Olde

Personalize | Find | First 1-5 of 5 Last

| | Incident ID | Incident Number | Incident Name | Expr Type | Position | Arrival Date | Prds. | Fuel Type | Complexity | Event |
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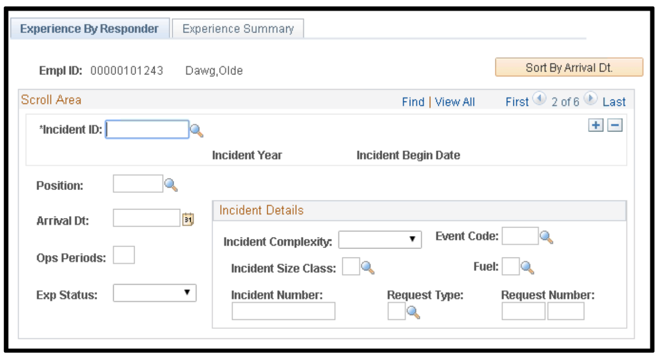
Documentation of experience is an important component of the incident qualification system. A responder's incident experience establishes prerequisite position experience for upward progression in the organization, updates currency, and provides the responder with a permanent record of qualification incident experience over time.

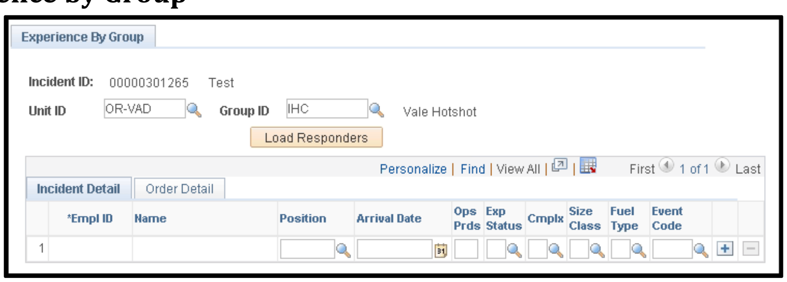
There are three ways a responder's experience can be recorded in IQCS.

1. **Experience by Responder**




2. **Experience by Incident**


3. **Experience by Group**



## INSTRUCTIONS - ENTER EXPERIENCE BY RESPONDER

To enter an experience record for a responder, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Experience by Responder**.
2. Search for your desired responder.
    - **Note**: if using the Name field, the format is LastName,FirstName. Do not use any spaces.
3. Select the **Experience Summary** tab and review the responder's experience to ensure that the incident experience hasn't been already entered.
4. Return to the **Experience by Responder** tab.
5. Select the + button to add a new row.
6. Enter or look up the **Incident ID** for the incident you are adding to the responder's record.
7. Enter or look up the **Position Code** for the position that the responder performed during the incident. Only the positions on the responder's Qual Card are available for selection.
8. Select the **Arrival Date** field and enter the date the responder arrived at the incident.
9. Select the **Ops Prds** field and enter the number of operation periods the responder was deployed to the incident.
10. Select the **Exp Status** dropdown menu and select the qualification status the responder was deployed as. This will either be Qualified or Trainee.
11. The **Event Code**, **Incident Type**, and **Incident Number** fields will populate automatically. Update any of these fields as needed.
12. Enter the **Request Number** if known. This is an optional field.
13. Select the **Save** button.

## INSTRUCTIONS - ENTER EXPERIENCE BY INCIDENT

The Enter Experience by Incident function is used primarily to give credit for experience on one incident for multiple responders. This is likely to occur when an entire crew, module, or team gains experience on the same incident.

To enter responder experience record(s) for an incident, follow the process below.

1. Navigate to **Qualification Management** > **Competency Management** > **Experience by Incident**.
2. Enter or look up the **Incident ID** for the incident you are adding experience for.
3. Select the + button to add a new row.
4. Enter or look up the **EmplID** for the first responder you want to add.
5. Enter or look up the **Position Code** for the position that responder preformed during the incident. Only the positions on the responder's Qual Card are available for selection.
6. Select the **Arrival Date** field and enter the date the responder arrived at the incident.
7. Select the **Ops Prds** field and enter the number of operation periods the responder was deployed to the incident.
8. Select the **Exp Status** dropdown menu and select the qualifications status the responder was deployed as. This will be either Qualified or Trainee.
9. The **Incident Complexity** field may already be populated. Since complexity can change throughout the incident, this field is editable <u>to document various responders' time on the incident</u>. You may see a popup message stating, "Position Complexity and Incident Complexity do not match." In this instance, change the **Incident Complexity** to match the position.
10. The **Incident Size Class** field should be pre-filled. It can be updated to match the size class in effect at time of the responder's experience.
11. Enter or look up and select the **Fuel Type** of the incident at the time this responder was assigned to the incident.
12. The **Event Code** should auto-fill from when the incident was created. In the rare instance that the event type changes, you can update this field if appropriate.
13. Enter **Incident Nbr**, if available.
14. Enter the **Request Type** in the Request Type field, if available.
15. Enter the **Request Number** for the responder from the original Resource Order. This is an optional field. Be sure to include the **Request Suffix** for a responder if the Resource Order is a subordinate request.
16. To add another responder to this incident, navigate to the **Incident Detail** tab and repeat the steps above.
17. Select the **Save** button.

## INSTRUCTIONS - ENTERING EXPERIENCE BY GROUP

Entering experience for a group allows you to add incident experience to the records of members of a group (such as an Incident Management Team, a hotshot crew or an engine crew) at one time. Once the group is loaded, individual responders can be added or deleted. This is very similar to the process for adding experience by responder.

If any responders from the group have already been credited with this experience, the Load Responders function will not add them again. You will get the following message: “One or more responders already assigned to incident.” This may happen when a responder goes to the incident as a single resource, then returns to the incident with the group, or when a crew or team returns to an incident at a later date.

1. Navigate to **Qualification Management** > **Competency Management** > **Experience by Incident**.
2. Enter or look up the **Incident ID** for the incident you are adding the group's records.
3. Enter or look up the **Unit ID** where the group resides.
4. Enter or lookup the **Group ID** for the group.
5. Select the **Load Responders** button to add any responders from the group who have not already been created for the incident.
6. Enter or lookup the **Position** for each responder in the group. Only the positions on the responder’s Qual Card are available for selection.
7. Enter the **Arrival Date** for each responder
8. Select the **Ops Prds** field for each responder and enter the number of operational periods they spent on the incident.
9. Enter or lookup the **Exp Status** that each responder had for the status.
10. Select the **Save** button.

# Emergency Responder Experience Related Reports

The following reports may assist a user in the management of responder experience records.  For a full list of reports available in IQCS and directions on how to run reports, or specifics on a report, please refer to the Reports Module.

| **Reports > Qualifications** | **Report Number** |
| --- | --- |
| Responder Experience Summary | C152 |
| Responder Detail Experience | C153 |